

INSTRUCTIONS FOR EDD'S TELEFILE SYSTEM

Telefile System Access: 1-800-796-9330

These instructions and accompanying worksheet(s) will help you use EDD's Telefile System. Before you make the phone call, complete the appropriate worksheet for each report you are filing so you are prepared to follow the instructions given on the phone. Be sure you register as a Telefile customer at least two days prior to filing your report. See instructions in the cover letter for using the Telefile Electronic Funds Transfer (EFT) option.

Determine which form, or forms, you are going to Telefile.	<u>Check any that apply:</u> <input type="checkbox"/> DE 6 Qtrly. Wage & Withholding Report <input type="checkbox"/> DE 3BHW Qtrly. Report of Wages & Withholding - Household <input type="checkbox"/> DE 3HW Annual Return - Household <input type="checkbox"/> DE 88 Payroll Tax Deposit	
Determine what information needs to be calculated and reported for each form. Do this for all quarters you plan to Telefile (current quarter, and up to five prior quarters). DE 3HW report can be filed for current and/or the prior tax year.	DE 6	<ul style="list-style-type: none"> Total subject wages PIT wages PIT withheld Must be filed even if no wages paid in quarter.
	DE 3BHW	<ul style="list-style-type: none"> Total subject wages PIT wages PIT withheld Must be filed even if no wages paid in quarter.
	DE 3HW	<ul style="list-style-type: none"> Total wages UI & ETT taxable wages DI taxable wages Total PIT withholding
	DE 88	<ul style="list-style-type: none"> Payroll date Payment type Payment amounts (by fund)
Use the appropriate worksheet (or your blank paper form) for the report you are Telefiling to record the necessary information needed to Telefile. Use the instructions and table on the back of the DE 6 and DE 3BHW instructions for entering employees' names into the Telefile System.	You may choose to file more than one report, and more than one type of report, during the same Telefile phone call--so be ready with all information before dialing. Additional worksheets can be downloaded from EDD's website: www.edd.cahwnet.gov or by calling Telefile Customer Service at 1-800-796-3524.	

Now you are ready to Telefile!

- Have the completed worksheet(s) and a pencil handy.
- Be ready with your permanent Personal Identification Number (PIN) and eight-digit Employer Account Number.
- Call the Telefile toll-free number **1-800-796-9330**.
- Follow the on-line instructions for accessing the system and filing your reports and/or payments.
- After you file each report, the Telefile System gives you a confirmation number for that report. Be sure to record it on your report worksheet. This number signifies that you have successfully filed your data.
- Return to the Telefile Main Menu when prompted, to Telefile additional reports (if applicable).
- The Telefile process is complete!
- If you have questions, call Telefile Customer Service at **1-800-796-3524**, 8 a.m. – 5 p.m., Monday through Friday, or leave a message at any time.

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TWO METHODS FOR ENTERING INFORMATION

The Telefile System accepts your report information in two ways. Select the method of your choice when you first access the Telefile System. Once you choose a method, you must continue using it throughout the entire Telefile process. The two methods are:

Touch-Tone telephone method	<p>The caller uses the phone keypad to enter information when prompted by the Telefile System.</p> <ul style="list-style-type: none"> Press the corresponding numbers on the keypad to enter numbers into the Telefile System. Press the proper combination of two numbers on the keypad to enter letters of the alphabet into the Telefile System.
Voice Recognition method	<p>The caller speaks the required information into the telephone handset when prompted by the Telefile System.</p> <ul style="list-style-type: none"> Speak the appropriate number into the telephone handset to enter numbers into the Telefile System. Speak the appropriate two-number combinations into the telephone handset to enter letters of the alphabet into the Telefile System.

ENTERING ALPHA CHARACTERS INTO THE TELEFILE SYSTEM (for employees not previously reported)

Both methods listed above require entering **two digits for each letter** of an employee's name when prompted by the Telefile System. The following table shows the corresponding numbers for each letter. Most phone keypads omit the "Q" and "Z" letters. Some newer phones have these letters, but regardless of where they appear, use the number combinations listed on the chart below. You do not have to enter employee names and social security numbers if you have previously reported wages for them.

A	= 2, 1	B	= 2, 2	C	= 2, 3	D	= 3, 1	E	= 3, 2	F	= 3, 3	G	= 4, 1
H	= 4, 2	I	= 4, 3	J	= 5, 1	K	= 5, 2	L	= 5, 3	M	= 6, 1	N	= 6, 2
O	= 6, 3	P	= 7, 1	Q	= 1, 1	R	= 7, 2	S	= 7, 3	T	= 8, 1	U	= 8, 2
V	= 8, 3	W	= 9, 1	X	= 9, 2	Y	= 9, 3	Z	= 1, 2				

Example: Employee's Name is "Jon Q. Kranzine." The name is prepared for entering into the Telefile System as follows:

First Name:

5	1	6	3	6	2														
J		O		N															

Middle Initial:

1	1
Q	

Last Name:

5	2	7	2	2	1	6	2	1	2	4	3	6	2	3	2										
K		R		A		N		Z		I		N		E											

The worksheet for the DE 6 or DE 3BHW has blank spaces for several employees. If more space is needed, make a copy of the worksheet or use the blank DE 6 or DE 3BHW you receive in the mail each quarter.